



January 20, 2025

## Request to Serve Alcohol on District Premises Form

(submit minimum 45 prior to the event)

Name of Group/Organization: \_\_\_\_\_

Group/Organization Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Time: (start) \_\_\_\_\_ (end) \_\_\_\_\_ # of attendees: \_\_\_\_\_

Description of planned event: \_\_\_\_\_

Plans for security/control: \_\_\_\_\_

Person in charge of event:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate #: \_\_\_\_\_

Applicant Checklist (applicant's responsibility):

☐ Serve-it Right Certificates

☐ \$3,000,000 min. liability insurance

☐ Special Occasion License

☐ Public Use of District Facilities Application

**By signing this, I agree that, in accordance with the BC Liquor Law, alcohol will be served responsibly and no persons under the age of 19 will be served alcohol at this event. I understand that this event is not sponsored by the Board of Education and that the Board will not assume any liability, nor will it provide any indemnity against litigation. I further agree to ensure that appropriate safety measure are in place to ensure maintenance of order and the safety of attendees, including but not limited to designated drivers, the provision of taxi cabs, etc.**

\_\_\_\_\_  
*Signature* *Date*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Office Use

\_\_\_\_\_  
Approved (ST signature)

\_\_\_\_\_  
Date

If approved, copy sent to Plant Services Administration